

HAMILTON COUNTY JOB OPPORTUNITY

Posting Number: 150

October 25, 2006

POSITION: Mediator Supervisor

DEADLINE TO APPLY: November 1, 2006

CLASSIFICATION: Mediator Supervisor

DEPARTMENT: Common Pleas Court

LOCATION: Alternate Dispute Resolution Programs

1000 Main Street, Room 450

Cincinnati, OH 45202

WORK HOURS: 70 Biweekly, Monday thru Friday, 8:00 a.m. - 4:00 p.m.

FLSA STATUS: Salaried/Exempt

SALARY: \$2,005.00 Biweekly

Listed below are the MINIMUM QUALIFICATIONS that must be met in order to be considered:

A law degree and admission to practice law in the State of Ohio. Minimum of two years of mediation experience, minimum two years of experience in civil litigation; significant management experience. Must reside in Hamilton County or relocate within six months of employment.

Listed below are the PREFERRED QUALIFICATIONS of the department:

Experience in civil litigation, strong detail orientation, ability to multitask.

Listed below are the LICENSE/CERTIFICATION REQUIREMENTS of the department:

Admitted to practice law in the State of Ohio.

Listed below is a brief summary of the JOB DUTIES:

This is highly responsible work involving the mediation of cases of the Court of Common Pleas' civil in-house mediation program. This individual will work closely with the Director of Common Pleas Mediation Services (CPMS), staff mediators, attorneys, and parties to civil lawsuits. This individual must be able to manage the operation of the in-house volunteer mediation program, supervise staff mediators, and provide direct mediation service to the Court. This position reports to the Director of CPMS. Mediates cases. Supervises staff mediators. Oversees the scheduling of volunteer mediator program. Supervises volunteer mediators. Fulfills Director's duties in the absence of the Director of CPMS. Completes paperwork related to mediations, including mediator reports, tracking sheets, and disposition sheets. Assists in scheduling cases for mediation. Participates in the development and implementation of local mediation training in conjunction with the local bar association. Assures quality of mediations from volunteer and staff mediators. Participates in relevant meetings in and out of Hamilton County.

HOW TO APPLY FOR THE POSITION:

Apply IN PERSON or SEND your resume/application to the following address:

Hamilton County Common Pleas
Attention: Norton Roberts, Director
1000 Main Street, Room 450
Cincinnati, OH 45202

FAX your resume/application to: (513) 946-5477

Email your resume/application to: NRoberts@cms.hamilton-co.org

APPLY ON-LINE AT: <http://www.hamiltoncountyohio.gov/personnel/employmentapplication.asp>

NOTE: Applications for Hamilton County positions are considered public records under Ohio's Public Records Act. As a public record, applications maintained by the County are made available to any person requesting to view them.